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Job Seeker Services

CareerCenter

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Job Search Tips

- ◆ Start your search as soon as you know you will need to find a job.
- ◆ Make job hunting a full time project.
- ◆ Inventory all the information you need for your resume.
- ◆ Your resume should be created on a computer and saved on a computer disk, to make changes and duplications easy.
- ◆ Your resume should be detailed enough to give an employer the necessary information to assess your qualifications, but concise.
- ◆ Follow up on job leads immediately.
- ◆ Know the kind of job you want and how previous experience and training qualify you for the job.
- ◆ Prior to an interview learn all you can about the company.
- ◆ Be on time for interviews.
- ◆ Make the interview a learning experience.
- ◆ During an interview let the employer lead into conversations about benefits. Your focus on these items can be a "Turn Off". However, don't be afraid to ask questions about things that you really need to know.

- ◆ When discussing salary, be flexible, avoid naming a specific salary.
- ◆ If you're too high, you risk not getting the job.
- ◆ If you're too low, you undersell yourself.
- ◆ Negotiate, but don't sell yourself short.
- ◆ Thank the employer for the interview.
- ◆ Always follow up an interview with a thank you note.

FOR MORE INFORMATION
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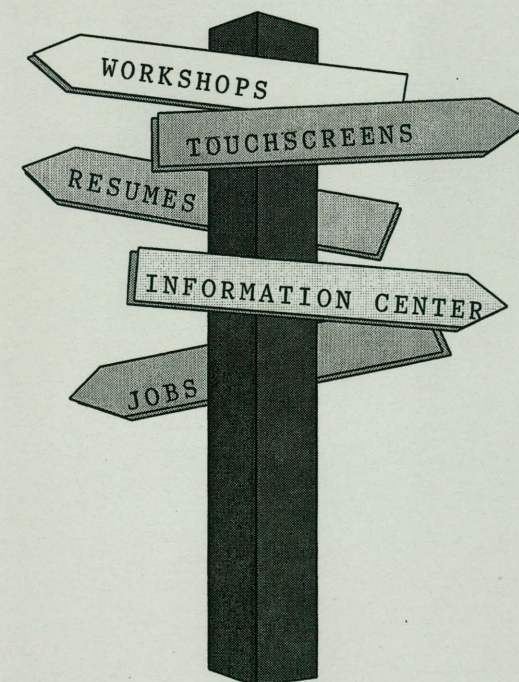
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CareerCenter
The Maine Employment Resource

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JOB SEEKER
SERVICES



MAY 25 2000

We are part of a nationwide network of public employment agencies.

Our function is to provide applicants with a variety of services which will help them to find suitable employment.

WHAT THE INFORMATION CENTER OFFERS

- * **8 Computers**
- * **Fax/Copy machine**
- * **Telephones**
- * **Labor Market Information**
- * **Job Search Information**
- * **Win-way Resume**
- * **Cover letters**
- * **Microsoft Word, Excel, Powerpoint and Publisher**
- * **Access (at no cost) to the Internet for job search purposes.**
- * **Educational and College Information**
- * **Financial Aid Information**
- * **Skills Upgrading Assistance**
- * **Self Help Informational Booklets**
- * **Career Exploration**
- * **Book and Video Lending Library**

Services Available to Job Seekers.

Counseling and Aptitude testing

Specialists work with applicants to assist them in the broad areas of choice, change, and adjustment. General aptitude testing is offered free of charge.

Job Listings

Easy to use, self-directed with local and nationwide job openings through the America's Job Bank System.

Services to Veterans

Veterans can receive job search assistance and information on veterans programs and benefits. A Local Veterans Employment Representative ensures preferential services to veterans and a Disabled Veterans Outreach Program Specialist is available to help recently separated, veterans of conflicts, and disabled veterans

Support Services

Information and assistance is provided to access other support services.

Job Search Workshops

Workshops to help you to get the job you want.

Workshops are provided in response to demand and may include but are not limited to:

- Resume/Cover letter Writing
- Career Decision Making
- Interviewing/Applications
- Work Skills Assessment

Tax Credits

Program staff certify eligible job applicants for Work Opportunity Tax Credit.

Self-Employment

Our employment specialist help you look at the possibilities in self-employment.

On-Line Resume Service

Applicants can place their resume on the internet through the America's Job Bank System.

Vocational Rehabilitation

This division of the Department of Labor also known as VR is a program that helps people who have physical, mental or emotional disabilities get and keep a job.

How much does it cost? Nothing!

The Center is open to the public and services are at no cost to you.

CareerCenter Hours

The Center is open to the public Monday through Friday, 8:00 a.m. to 5:00 p.m. Closed on legal Holidays

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140 North Avenue
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The CareerCenter is a collaboration of the Maine Department of Labor and employment, education and training providers.